



Grants Management Connection

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Meet Your Grants Team at AASBO

Grants Management is set to present at the Arizona Association of School Business Officials' (AASBO) Conference in Laughlin, Nevada on April 6, 2017. The presentation, "Rethinking Grants Management: Avoiding Common Pitfalls," is designed to help participants understand the lifecycle of a grant, beginning with the successful completion of the General Statement of Assurance and navigation of the Grants Management Enterprise (GME) system. For more information, visit www.aasbo.org.

Get Ahead of Your User Access Changes

User access mishaps can be frustrating, so we'd like to provide you with some information to tuck away in the event of a User Access emergency.

Emergency Contact List

Who do you contact for that User Access challenge? To ensure you contact the right team, it is important to know that the GME system and ADEConnect (the user portal where you initially log in) are two separate systems managed by two different units within ADE. The Grants Management team supports GME while the ADESupport team assists with ADEConnect issues, such as log-in and password assistance. We recommend keeping the contact information below handy.

Grants Management can be reached at (602) 542-3901 or Grants@azed.gov.

ADESupport can be reached at (602) 542-7378 or ADESupport@azed.gov.

"My email address is changing. Now what?"

Change doesn't always have to be painful! In this case, a bit of intentional planning can go a long way to ease the inconvenience of an email change.

Contact ADESupport to request an email change.

Be sure to request all applications associated with your current email address are updated, so that your new email address is in place in both ADEConnect and GME. Once your request is processed, you will be given a date on which the email address change will take place in ADEConnect.

At least 24 hours prior to the ADEConnect email change date, the email address(es) must be updated in GME. The GME user for your organization who has the role of **LEA User Access Administrator** must update any/all email addresses being changed in GME **before** the change takes place in ADEConnect.



*“Nine-tenths of education
is encouragement.”
~ Anatole France*



GME News You Can Use

“You wouldn’t happen to have a spare LEA User Access Administrator we could borrow?”

While we are unable to provide a back-up User Access Administrator within GME, we can assist you in this situation. Should you find that your organization no longer has an employee assigned as the LEA User Access Administrator to add/update user roles, please contact the Grants Management team. We will guide you through the process to establish a new individual in this role.

“I’m not sure how my role works or how to add or update users; my head is spinning!”

Understanding how the user roles work in GME does not need to induce vertigo. Information on GME roles can be found in the GME Document Library under the heading **GME User Reference Guides**. Select “User Roles and User Access Administration” for guidance and instructions on user roles.



Upcoming Trainings

Webinars are typically scheduled from 10:00 AM to 11:00 AM. Webinars occurring during a different time frame will be displayed in **RED** on the gme.azed.gov home page.

Title: Funding Application Overview

Date & Time: March 15, 2017, 10:00 AM - 11:00 AM

Location: Webinar

Title: Reimbursement Request Overview

Date & Time: March 22, 2017, 10:00 AM - 11:00 AM

Location: Webinar

Title: Completion Report Overview

Date & Time: March 29, 2017, 10:00 AM - 11:00 AM

Location: Webinar

Title: User Roles and User Access Administration

Date & Time: April 6, 2017, 10:00 AM - 11:00 AM

Location: Webinar

Title: GME Navigation Basics

Date & Time: April 12, 2017, 10:00 AM - 11:00 AM

Location: Webinar

For more session details and to register for GMU Trainings, visit ADE’s Event Management Calendar at <https://ems.azed.gov/Home/Calendar>